



# **SOUTH COUNTY FIRE & MEDICAL DISTRICT GOVERNING BOARD SPECIAL MEETING MINUTES**

**Tuesday, May 26, 2020**

## **MINUTES**

### **1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Board Chairman Price called the meeting to order on Tuesday, May 26, 2020, at 9:03 a.m. The meeting was held telephonically due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Board Chairman Diane Price, Board Clerk Karen Gueltzow, Board Members Richard Bookie, John Crawford, and Leonard Leach

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Finance Manager Diane Goke, Division Chief Kane Nixon, Division Chief Rob Helie, and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: North County Fire & Medical District Board Members Richard Bookie, Dawn Miller, Smitty Smith, Tony Sambol and David Wilson

Media Present: None

Public Comment: James Young, Sun City West Resident

### **2. WELCOME AND INTRODUCTIONS OF NEW BOARD MEMBERS BILL BECKER AND LEONARD LEACH**

Board Chairman Price introduced newly appointed Board Members Bill Becker and Leonard Leach and invited them to make a statement.

Board Member Becker stated that he was glad to be appointed and looking forward to serving on the South County Fire & Medical District Governing Board.

Board Member Leach stated that he is recently retired, this is his first time serving on a Governing Board, but that he is looking forward to serving on the South County Fire & Medical District Governing Board representing the Tonopah community.

**3. CALL TO THE PUBLIC**

There was no response to the Call to the Public.

**4. FINANCIAL SUMMARIES AND AUDIT REPORTS**

- A. South County Fire & Medical District Financial Reports for March and April 2020 – Diane Goke, Finance Manager

Diane Goke, Finance Manager presented the South County Fire & Medical District Financial Reports for March and April 2020 and answered any questions from Board Members. Ms. Goke noted that the Ambulance Receivables will be discussed during the Arizona Fire & Medical Authority Board Meeting.

**5. CONSENT AGENDA**

- A. Approve Monthly Financial Reports for March and April 2020.
- B. Approve Transfer of Revenues from South County Fire & Medical District to Arizona Fire & Medical Authority (AFMA) in accordance with the AFMA Joint Power Authority Intergovernmental Agreement.
- C. Approve Board Meeting Minutes – March 24, 2020 and April 28, 2020.

**Board Member Becker moved that the South County Fire & Medical District Governing Board approve all items on the Consent agenda, including the March and April 2020 Monthly Financial Reports and account reconciliations per Arizona Revised Statutes including, but not limited to, the following: Register of Checks, Warrants & Deposits; Statement of Financial Activities; Statement of Net Assets; and Cash Flow Projection Report. I further move that the Governing Board approve the transfer of revenues from South County Fire & Medical District to Arizona Fire & Medical Authority in accordance with the Arizona Fire & Medical Authority Joint Power Authority Intergovernmental Agreement. Board Clerk Gueltzow seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Crawford, Gueltzow, Leach, Price

NAYS: None

ABSENT: None

**6. CURRENT EVENTS SUMMARIES AND REPORTS**

- A. Emergency Services Division and Planning/Support Services Division (Including Training/Health & Wellness and Community Risk Management) – South County Fire & Medical District Current Event Summaries for April 2020 – Deputy Chief Rob Helie

Rob Helie, Deputy Chief – Emergency Services Division presented the Emergency

Services Division and Planning/Support Services Division Event Summary for April 2020 and answered any questions from Board Members. Deputy Chief Helie stated that the Emergency Services Division is seeing a 15% drop in call volume related to COVID-19, and that all jurisdictions are seeing a spike in brushfires this spring as well.

B. Business Services Division (Including Administration and Human Resources Sections) – South County Fire & Medical District Current Event Summary for April 2020 – Assistant Chief Mary Dalton

Mary Dalton, Assistant Chief presented the Business Services Division Event Summary for April 2020 and answered any questions from Board Members. Assistant Chief Dalton reviewed the Division's progress on the launch of Green Orbit, the Authority's new intranet, Human Resources onboarding of new Emergency Medical Technicians, and the firefighter recruitment efforts.

Assistant Chief Dalton informed the Governing Board that through the efforts of the Finance Section, the Authority was awarded the Government Finance Officers' Award (GFOA) for the Fiscal Year 2019-20 Financial Statements.

Board Members congratulated Ms. Goke and her staff for their hard work and achievements. Chairman Price stated that it is important for the Authority to publicize this award and communicate to the residents the good stewardship of their tax dollars.

C. Correspondence Review – Correspondence received or sent by the South County Fire & Medical District which would be of interest to the Governing Board will be reviewed by the Board Clerk.

Board Clerk Gueltzow reviewed correspondence received during the month of April 2020.

**7. REGULAR BUSINESS**

A. Discussion and Possible Action relating to approval of Fiscal Year 2020-21 Capital Improvement Plan.

Assistant Chief Dalton stated that there have been no changes to the Fiscal Year 2020-21 Capital Improvement Plan (CIP) since the Governing Boards Joint Budget Workshop on May 19, 2020. Assistant Chief Dalton noted this document is a 15-year plan which is reviewed annually, the costs for all items listed in the CIP are estimates and that Governing Board approval must be sought before any item is purchased.

**Board Clerk Gueltzow moved that the South County Fire & Medical District Governing Board approve the Fiscal Year 2020-21 Capital Improvement Plan. Board Member Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Crawford, Gueltzow, Leach, Price  
NAYS: None  
ABSENT: None

B. Discussion and Possible Action relating to approval of Fiscal Year 2020-21 Tentative Budget & Operational Plan.

Assistant Chief Dalton stated that there have been no changes to the Fiscal Year 2020-21 Budget & Operational Plan since the Governing Boards Joint Budget Workshop on May 19, 2020. Assistant Chief Dalton noted that the tentative budget adoption sets the maximum tax levy, once approved the total budget cannot be increased. Dollars can be moved around within the budget, or the total budget can be decreased. Following approval, the tentative budget will be posted for 20 days. The final budget approval is done by public hearing and has been set for June 23, 2020.

**Board Clerk Gueltzow moved that the South County Fire & Medical District Governing Board approve the Fiscal Year 2020-21 Tentative Budget & Operational Plan. Board Member Becker seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Crawford, Gueltzow, Leach, Price  
NAYS: None  
ABSENT: None

8. **SUGGESTED ITEMS FOR FUTURE SOUTH COUNTY FIRE & MEDICAL DISTRICT BOARD MEETING AGENDAS**

There were no items suggested.

9. **SUGGESTED ITEMS FOR FUTURE ARIZONA FIRE & MEDICAL AUTHORITY BOARD MEETING AGENDAS**

There were no items suggested.

10. **ADJOURNMENT**

The meeting adjourned at 9:31 a.m.

*Karen Gueltzow*

Karen Gueltzow (Jun 24, 2020 20:13 PDT)

Karen Gueltzow, Board Clerk

# May 26, 2020 Minutes

Final Audit Report

2020-06-25

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